

New vacancy in the EU-funded Twinning project number KS 16 IPA FI 01 19: Resident Twinning Adviser (RTA) Language Assistant

EU project positions

The European Union Twinning project “**Assistance for implementing the Stabilisation and Association Agreement – The EU Services Directive 2006/123/EC**” is seeking to recruit Resident Twinning Adviser (RTA) Language Assistant **for the period from 9 November 2020 to 31 October 2022.**

Work place is based in the Ministry of Trade and Industry (MTI), Muharrem Fejza Str, Hospital square, 10000 Pristina

Maximum gross salary: 1.200,00 EUR (will depend on actual days worked)

Contract type: fixed term service contract.

The RTA Language Assistant will report directly to the RTA and will be supervised by the RTA.

2. RTA Language Assistant

Tasks:

- Translation of relevant written material with relation to the project from Albanian to English and vice versa;
- Interpretation during missions, meetings, workshops, seminars, trainings, conferences and other project events from Albanian to English and vice versa;
- Writing and editing minutes of the meetings, workshops, study visits, etc. and writing information about the project for general public or targeted stakeholders;
- Assistance in the organisation of the short term experts’ missions, trainings, conferences and meetings in the Republic of Kosovo;
- If determined necessary, accompanying, interpreting and assistance to the beneficiary country participants during study visit to Croatia and Germany;
- Team work with the RTA Assistant and if determined necessary, providing office management support and support in project related activities;
- Support in the compilation of documents for project documentation, presentations and reporting.

Requirements for the RTA Language Assistant:

- University degree;
- The RTA Language Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration, namely the Ministry of Trade and Industry (MTI) of the Republic of Kosovo;
- Excellent command of spoken and written English and Albanian languages;
- Experience in translation and interpretation from Albanian to English and vice versa;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);

- The RTA Language Assistant must be able to work independently as well as to be a team player, have initiative and flexibility;
- Excellent abilities in drafting documents;
- Excellent inter-personal and communication skills.

The following skills will be considered as an asset for RTA Language Assistant:

- Experience in EU funded projects, especially as RTA Language Assistant in a former Twinning project;
- Knowledge of Kosovo's system in the area of the project (the field of internal market in Kosovo, services sector in Kosovo);
- Command of Serbian will be an asset;
- Experience of working in an international environment.

Interested candidates are requested to submit their **CV** and a **letter of application (motivation) in English** via e-mail to the following addresses: RTA Ms Iva Dodig Iva.Dodig@mingor.hr and twinning@safu.hr by **25 October 2020**. **Only shortlisted candidates will be invited for an interview.** Interviews will be held on line via Skype. For any further information please contact the abovementioned e-mail addresses.

The above-mentioned Twinning project is an EU funded joint project implemented by **Republic of Croatia** represented by the Ministry of Economy and Sustainable Development (MESD), and **Federal Republic of Germany**, represented by the Federal Ministry of Economic Affairs and Energy. The project implementation will last 24 months.

The purpose of the project is to support the Republic of Kosovo's integration into the world economy and strengthen the role of the Kosovo administration on economic governance through effective regulatory functions in line with the Stabilisation and Association Agreement's obligations.

The selected person will be a self-employed independent consultant under a Service Contract and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in the Republic of Kosovo, including for those related to medical and social insurance. The RTA Language Assistant will carry his/her duties and tasks on the base of contract concluded with the Croatian Central Finance and Contracting Agency.